

# Scheme of Delegation



Prepared by Audit Scotland  
September 2022

---

# Contents

---

Scheme of Delegation	3
Introduction	3
Conditions of delegation	3
Reservations to the Board	3
Quorum for Executive Team	4
Making, revocation and variation	4
Schedule	4

---

# Scheme of Delegation

## Introduction

1. The Board remains responsible for the exercise of all the functions of Audit Scotland. Regardless of the provisions of this Scheme of Delegation the Board may at any time determine any matter within the competence of Audit Scotland either at the Board's initiative or on the recommendation of an officer to whom the matter is delegated.
2. This Scheme sets out the matters reserved for determination by the Board. All powers which have not been retained as reserved to the Board or specifically delegated in this Scheme will be exercised by the Executive Team or their nominees.
3. The following areas are matters reserved for the Auditor General for Scotland and the Accounts Commission under the provisions of the Local Government (Scotland) Act 1973 and the Public Finance and Accountability (Scotland) Act 2000:
  - 3.1. Appointment of auditors
  - 3.2. Approval of audit work programme

## Conditions of delegation

4. The delegations made in this Scheme are subject to the following conditions:
  - 4.1. All delegated powers will be exercised in accordance with the relevant policies decided by the Board.
  - 4.2. Before exercising any delegated function, all appropriate consultations will be undertaken and, in particular, decisions with financial or personnel consequences will be the subject of consultation with the Chief Operating Officer.
  - 4.3. Delegated powers will not be exercised in a manner which is likely to be a cause for public concern.

## Reservations to the Board

5. The following matters are reserved for determination by the Board:
  - 5.1. Approval of the Corporate Plan.
  - 5.2. Approval of annual estimates of expenditure and income.
  - 5.3. Approvals of strategic policies relating to the governance of Audit Scotland are a matter for the Board. (Approval of operational policies of Audit Scotland are a matter for the Accountable Officer and the Management Team).

- 5.4. Approval of Standing Orders, Financial Regulations and Scheme of Delegation.
- 5.5. Approval of Annual Accounts and Annual Reports.
- 5.6. Approval of internal audit arrangements.
- 5.7. Approval of conditions of service affecting all employees.
- 5.8. Approval of specific matters referred to in the attached Schedule.

6. Approvals can be remotely provided via DocuSign, an electronic signature system which allows for all parties to sign accounts remotely and securely. DocuSign is acceptable for laying accounts in Parliament and complies with all relevant legislative requirements.

7. In exceptional circumstances where a decision of the Board is required and it is not possible to convene a meeting of the Board, a member of the Executive Team in consultation with the Chair, or another Board member if the Chair is unavailable, may take the necessary decision and report the action taken to the next meeting of the Board.

## Quorum for Executive Team

8. The quorum for the Executive Team is three, comprising of the Accountable Officer or the Chief Operating Officer plus two others.

- 8.1. In the event of a vacancy at Executive Team level, a member of staff at Audit Director level may attend Executive Team and will count towards the quorum.
- 8.2. In the event of a vacancy in the role of Chief Operating Officer a member of staff nominated by the Accountable Officer and approved by the Board may take their place for the purposes of Executive Team quorum.

## Making, revocation and variation

9. The matters reserved to the Board and delegated to officers of Audit Scotland are as detailed above and as shown in the Schedule.

10. This Scheme of Delegation may be varied or revoked by the Board.

## Schedule

	Matter	Reserved or delegated to	Comment
1	<b>Appointment of employees</b>		
1.1	Appointment of Executive Team	Board	

1.2	Appointment of Audit Directors	Executive Team	
1.3	All other appointments	Executive Team, Directors or their nominees	The Accounts Commission Chair/members will select for appointment the Secretary to the Accounts Commission
1.4	Appointment of Controller of Audit	Not applicable	The Board does not have a role here. The Controller of Audit is appointed by the Accounts Commission
<b>2</b>	<b>Personnel matters</b>		
2.1	Disciplinary action, including dismissal	Appeals Committee and as per approved disciplinary procedure	See Discipline Policy in staff handbook
2.2	Grading of Executive Team posts	Board	See also Job Evaluation procedure in staff handbook
2.3	Grading of Audit Director posts and all other posts	Executive Team	See also Job Evaluation procedure in staff handbook
2.4	Changes to Executive Team	Board	
2.5	Changes to approved establishment below Executive Team	Executive Team	
2.6	Variation of conditions of service for members of the Executive Team	Board	
2.7	Variation of conditions of service for Audit Directors and all other staff	Executive Team	All staff have a right of appeal to the Remuneration & Human Resources Committee or the Board following discussion by the Remuneration & Human Resources Committee
2.8	Decisions on applications for early retirement:		

- Executive Team
  - All other employees
- Board  
Executive Team

<b>3</b>	<b>Financial matters</b>		
3.1	Approval of expenditure for which there is no provision in the overall budget.	Board	Financial Regulations 15
3.2	Approval of virement within agreed budget: <ul style="list-style-type: none"> <li>• Virement between budget groups</li> <li>• Virement between budget heads</li> <li>• Virement between budget lines</li> </ul>	Executive Team Relevant Executive Directors Budget Holders	Financial Regulations 16
3.3	Virement of salary budget over £250,000, cumulatively in one year	Board	Financial Regulations 16
3.4	Approval of Accounting Policies	Board	Financial Regulation 23
3.5	Approval for the issue of credit cards to members of staff and credit limit to be applied. (To be reported at next Executive Team meeting) Credit Card default limits: <ul style="list-style-type: none"> <li>• Executive Team £1,500</li> <li>• Other staff £1,000</li> </ul>	Accountable Officer and Chief Operating Officer	Financial Regulation 31 – 32 See also Credit Card Procedures. Default amounts may be varied by Executive Team, Incident Management Team (IMT) for individuals on either a permanent or temporary basis.
3.6	Acceptance of tenders and placing of orders: <ul style="list-style-type: none"> <li>• Above £250,000</li> <li>• Between £100,000 and £250,000</li> <li>• Up to £100,000</li> <li>• Below £50,000</li> </ul>	Board Accountable Officer and Chief Operating Officer Management Team	Financial Regulations 47 Financial Regulations 51 (appointment of auditors) See also the Procurement Handbook

		Budget Holders	
3.7	Acceptance of offers for disposal of assets	As for acceptance of tenders and placing of orders	
3.8	Approval of expenditure within agreed budget: <ul style="list-style-type: none"> <li>• Any budget group</li> <li>• Specific budget group</li> <li>• Specific cost centre budget</li> </ul>	Executive Team Relevant Executive Director Budget Holder	Financial Regulations 53
3.9	Payment of accounts other than to approved auditors: <ul style="list-style-type: none"> <li>• Above £50,000</li> <li>• Below £50,000</li> </ul>	Executive Team Member of Executive Team or as delegated	Financial Regulations 52 – 58  Delegated signatories are approved by Executive Team and are responsible for the expenditure approved. As evidence a delegated purchasing authority letter will be issued. Those with delegated authority may request authority to be passed to members of their staff, but the limit of authority granted must be notified to Executive Team and Finance who will maintain a list of those approved.
3.10	Payment of accounts for orders placed using electronic purchase orders.	Member of Executive Team or as delegated	Electronic purchase orders are sent, via email, to be authorised. The process requires the authoriser to be selected from a list, maintained within the finance system, of signatories delegated to sign for the cost centre and for the value of goods or services being ordered. The signatories are the same as those delegated in the previous section.

3.11	Parameters for automatic payment of electronic purchase orders.	Executive Team	<p>Financial Regulations 59</p> <p>Where an invoice is received as the result of an order placed using the electronic purchase order system it can be processed by Finance for payment if:</p> <ul style="list-style-type: none"> <li>• The order has been marked as received in the electronic purchase order system,</li> <li>• The value shown on the invoice is within the parameters of +5% or -10% of the value authorised for that order.</li> </ul> <p>Any invoice where the value is outwith these parameters must be sent for an additional, manual, authorisation before payment can be made.</p>
3.12	<p>Certification of accounts for payment to approved auditors:</p> <ul style="list-style-type: none"> <li>• Interim invoices up to £50,000 and final invoices up to £10,000</li> <li>• Interim invoices over £50,000 and final invoices over £10,000</li> </ul>	<p>A member of the Audit Quality and Appointments team</p> <p>Director, Audit Quality and Appointments or member of Executive Team</p>	Financial Regulations 60
3.13	Miscellaneous expenditure (including travel & subsistence)	<p>The Chief Operating Officer, Secretary to the Accounts Commission, senior managers &amp; other line managers as appropriate. (Details available in Finance)</p>	<p>Financial Regulations 77 - 79</p> <p>Delegation requires appropriate Executive Director approval and notification to Finance. The initial delegation is £2,000. Variations from this amount may be agreed by the Budget Holder and notified to the Executive Team and Finance who will maintain a list of those approved.</p>



Budget Holders comprise: Executive Team members, and Corporate Services managers.

Note: Executive Team is defined in section 8 of the Financial Regulations as follows “the Executive Team consists of the Auditor General, the Chief Operating Officer, the Executive Director of Audit Services, the Executive Director of Performance Audit and Best Value, and the Executive Director of Innovation and Quality or such other combination of officers as may be determined from time to time by the Board”. Decisions can only be made by Executive Team when they are quorate as defined in section 6 of this document as follows “The quorum for the Executive Team is three, comprising of the Accountable Officer or the Chief Operating Officer plus two others”.

# Scheme of Delegation

Audit Scotland's published material is available for download on the website in a number of formats. For information on our accessibility principles, please visit:

[www.audit-scotland.gov.uk/accessibility](http://www.audit-scotland.gov.uk/accessibility)

For the latest news follow us on social media or [subscribe to our email alerts.](#)



Audit Scotland, 4th Floor, 102 West Port, Edinburgh EH3 9DN  
Phone: 0131 625 1500 Email: [info@audit-scotland.gov.uk](mailto:info@audit-scotland.gov.uk)  
[www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)